



Re: Business Personal Property

Dear Sir or Madam:

We have upgraded our software and changed our listing form in the business personal property division. As a result of this change, a blank listing form will be sent with an attachment containing costs reported by you in prior years. It is imperative that, when you complete the form, you attach an asset detail list to it. For example, "equipment" or "furniture" will not be acceptable. We have to know what type of equipment or furniture you're reporting. Otherwise, forms will be stamped "Rejected" and returned, possibly resulting in late filing penalties.

As in the past, you may request an extension of time to file listing forms. This must be submitted by written request via email, fax or USPS on or before January 31st.

We appreciate your cooperation in making this new process an easy transition for all parties and should you have any questions, please call my office.

Thank you,

Renee W. Adams

Business Personal Supervisor

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